



# Cornell University Graduate School

143 Caldwell Hall  
Ithaca, NY 14853-2602

## Special Committee Selection and Change

Form A1

### BEFORE YOU BEGIN

#### Special Committee

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In research master's programs (M.A., M.S., research-oriented M.Arch., and two-year M.L.A.) and research doctoral programs (M./Ph.D., Ph.D., D.M.A., and J.S.D.), the Special Committee, under the leadership of the committee chair, has primary responsibility for developing the student's independence in scholarship. Special Committees and students are urged to meet at least once a year. Students in the professional degree programs select a committee in accordance with degree requirements established by the Field.

#### Selection

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A student selects the members of the Special Committee, with their consent, from the current graduate faculty. Any member of the graduate faculty may serve on a Special Committee, subject to the limitations imposed on different categories of that faculty. For more information, see [www.gradschool.cornell.edu/code](http://www.gradschool.cornell.edu/code).

#### Deadlines

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Not later than three weeks after first registration in the Graduate School, a student must submit the name of the Special Committee Chair or temporary advisor to the Graduate School. A Field Director of Graduate Studies may be appointed as temporary advisor.

The graduate faculty requires that all students have a full Special Committee no later than the end of the second semester for master's degree programs and no later than the end of the third semester for doctoral programs. Most fields require that a student's full Special Committee be established by the beginning of the second semester of registration in that degree program.

#### Field-appointed Member

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A field may require a student to have a field-appointed member on his or her Special Committee to help administer exams. The graduate field, rather than the student, selects this member. A field-appointed member may serve either in addition to the student-selected members or, if the student requests and the field-appointed member agrees, may be counted as one of the student-selected members and serve on the committee throughout the program.

#### Changes to Membership

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A student may change the membership of the Special Committee with the approval of all the members of the newly constituted committee. Notice of such change must be filed immediately with the Graduate School.

For master's students, no change may be made during the three months prior to the Final Examination, except with the approval of the Dean.

For doctoral students, no change may be made after passing the A Exam, except with the Dean's approval. In addition, no doctoral student may schedule a B Exam within three months of a change of committee, except with the Dean's approval. A petition to change the chair of a Special Committee after the A Exam will be approved only after the Director of Graduate Studies confers, at a minimum, with the student, the chair (or other member supervising the candidate's dissertation), and the prospective new chair. The Director of Graduate Studies must report any conflict to the Dean of the Graduate School.

When new committee members do not accept a prior vote passing the student on the A Exam, a new exam must be held.

#### Resignations

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Any member may resign at any time from a Special Committee. Failure to reconstitute a committee precludes a student's further registration in the Graduate School.



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### INSTRUCTIONS

- If you are making a change to your committee, review the section on the back entitled "Change to Membership."
- If the A Exam has been completed, you must submit a General Petition form to change your committee membership. Also, new committee members must complete the "Post A-Exam Changes Only" section below.
- After obtaining the signatures from your committee members and Director of Graduate Studies, submit the completed form to **Graduate School Student Services, 143 Caldwell Hall**, within three weeks of first registration.
- Provide your field with a copy of the completed form. All information on this form, excluding signatures, should be printed or typed. If you have questions, please contact the Graduate Student Services Office at (607) 255-5820.

### BIOGRAPHICAL INFORMATION

Cornell ID number	NetID	E-mail address	
Last name	First name	Middle initial	Gender
Academic program	Degree program		

### COMMITTEE INFORMATION AND SIGNATURES

**New committee members:** *If a student has passed the A Exam, the results must be accepted by all new members or the student must be re-examined. If you do not accept the results of the A Exam, do not check the box on the right, and contact the other committee members to schedule a re-examination.*

I accept the results  
of the A Exam

Special Committee Chair concentration (required)		Special Committee Chair field	
Special Committee Chair (print name)	NetID	Special Committee Chair (signature)	
Minor Member concentration (required)		Minor Member field	
Minor Member (print name)	NetID	Minor Member (signature)	
Minor Member concentration (required)		Minor Member field	
Minor Member (print name)	NetID	Minor Member (signature)	
Additional Member concentration (required)		Additional Member field	
Additional Member (print name)	NetID	Additional Member (signature)	
Field-Appointed Member concentration (required)		Field-Appointed Member field	
Field-Appointed Member (print name)	NetID	Field-Appointed Member (signature)	
Field-Appointed Member is for	Exams only	Permanent member	
First leaving member (no signature required)	NetID	Second leaving member (no signature required)	NetID
Field Director of Graduate Studies (signature)	Date	Field GFA or Administrative Mgr. (signature)	Date
<b>Graduate School use only:</b>	Svc. Indicator Summary	Student Milestones	Student Program/Plan
			Student Advisor